



# WESTERN PIEDMONT SYMPHONY

MATTHEW TROY, MUSIC DIRECTOR

## Job Description

**Title:** *Operations Assistant*

**Type:** *Seasonal, Non-Exempt*

**Immediate Supervisor:** Operations and Education Manager

---

## Position Summary:

The Operations Assistant of the Western Piedmont Symphony (WPS) works with the Operations and Education Manager during performance weeks to facilitate a smooth rehearsal and performance cycle for the Symphony. As part of a small production team, the Operations Assistant must be willing to be flexible and perform a variety of tasks that can vary from production to production. The Operations Assistant will assist with moving, setting up, and breaking down Symphony instruments and equipment throughout the week of a concert and will work as a stagehand on performance days.

---

## Qualifications

- High school diploma or equivalent required
- Ability to work flexible, seasonal hours including nights, mornings, weekends, and holidays
- Ability to work long and irregular hours that vary function-to-function and may include days, nights, weekends, and/or holidays
- Able to stand for long periods of time; able to walk up and down steep stairs
- Occasionally required to kneel
- Ability to lift 50 pounds or more
- Ability to balance on a variety of surfaces, including loading docks and lift gates
- Ability to read, write, and speak English
- Soft skills pertaining to client-side and interpersonal relations
- Knowledge of Symphonic instruments and Symphony operations is a plus
- Basic knowledge of lighting and audio equipment and how to operate is a plus

Reasonable accommodations will be considered for those with disabilities.

---

**Essential Duties and Responsibilities:**

Includes the following. Other duties may be assigned.

**Production loading, setup, and unloading - 60%**

- Assist with loading/unloading Symphony instruments, road cases, and equipment into box trucks
- Operates the truck's lift gate when necessary to facilitate loading/unloading
- Ensure safe treatment and transit of percussion instruments, including moving them around the stage and in and out of their road cases
- Assists with stage setup, including chairs, stands, instrument, and riser placement
- Assists with riser/stage deck construction, when necessary

**Production stagehand work - 40%**

- Assist with moving equipment, instruments, and/or props on and off the stage during rehearsals and performances
- Interface with guest artist(s) to ensure they arrive backstage from their dressing room(s) at the correct time
- Set, replace, and charge stand lights for Symphony musicians
- Interface with Symphony musicians regarding their needs and/or concerns about stage setup
- Work with additional hired personnel and outside contractors to ensure a smooth execution of the show

---

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around various facilities; to stand for long hours during events; speak and listen. This position will require work outside of the buildings including inside and outside of box trucks.

**Schedule:**

- Various and differing days throughout the WPS Season - approx. September - June
- Approx. 180 total hours throughout the 2025-2026 Season - tentative schedule available upon request
- 9-12 concert cycles throughout the season
- May be asked to work additional events as they arise

### *Sample Masterworks Schedule*

Thursday - Load-in: 9:00 a.m. - 2:00 p.m.

Saturday - Rehearsal and Concert and load-out: Noon - 5:00 p.m., 6:00 p.m. - 1:00 a.m.

### *Sample 1-Day Pops Schedule*

Saturday - Load-in, rehearsal, load-out - 6:00 a.m. Saturday - 2:00 a.m. Sunday

---

### **Compensation:**

- \$18 - \$20/hour; no benefits offered

---

### **Note:**

The essential duties and responsibilities of this position are described under the headings above. They may be subject to change at any time. This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

---

### **An Equal Opportunity Employer**

The Western Piedmont Symphony is an Equal Opportunity Employer and an employer with zero tolerance for discrimination or harassment in the workplace. It is the policy of the Western Piedmont Symphony to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, sexual preference, gender identification, disability, age, or veteran status.

---

### **To Apply:**

Please submit a cover letter, résumé, a portfolio link (if applicable), and three professional references to [employment@wpsymphony.org](mailto:employment@wpsymphony.org)

Candidates selected for further consideration will be contacted. No phone calls please.  
Application deadline: open until filled.

---

### **About Western Piedmont Symphony:**

Western Piedmont Symphony (WPS) is the professional orchestra of the western foothills of North Carolina and is led by Music Director Matthew Troy. For 61 years, WPS has enriched and engaged the communities of western North Carolina through high-quality symphonic music with creative, relevant performances, and educational opportunities for all ages. Each season, the Symphony presents an inspiring classical Masterworks series (at PE Monroe Auditorium in Hickory), a fun and entertaining Foothills Pops series (at JE Broyhill Civic Center in Lenoir), leads two youth ensembles

(Debut Strings and the Youth Symphony), presents Explore the Orchestra! music education concerts to more than 3,500 4<sup>th</sup> and 5<sup>th</sup> grade students in the region, presents summer pops concerts in Boone and Banner Elk, and education and community engagement programs in the Catawba Valley. Western Piedmont Symphony is supported by the North Carolina Arts Council, a division of the Department of Cultural Resources, is a funded affiliate of Arts Culture Catawba, and is a member of the League of American Orchestras. Business offices are located at the SALT Block, 243 Third Avenue NE, Ste. 1-N, in Hickory, NC. Box Office hours are 10:00 a.m. to 4:00 p.m. Wed. - Fri. For more information about Western Piedmont Symphony, visit [wpsymphony.org](http://wpsymphony.org), call 828-324-8603, or email [info@wpsymphony.org](mailto:info@wpsymphony.org). Follow Western Piedmont Symphony on [Facebook](#), [Instagram](#), [YouTube](#), [TikTok](#), or [X](#).